

Common Transaction Codes	
Transaction Code	Use
PA20	Display Infotype
PA30	Maintain Infotype
ZT60	Time Evaluation
PT50	Quota Overview
CAT3	Display Timesheet

Common Infotypes
Recurring Payments/Deductions (0014)
Date Specifications (0041)
Time Quota Compensation (0416)
Absence Donation Administration US (0613)
Absence Pool(0696)
Absences (2001)
Absence Quotas(2006)
Quota Correction 2013)

Shared Leave Steps (Same Agency)	
Donor	Recipient
<input type="checkbox"/> 1. Verify quota balance	<input type="checkbox"/> 1. N/A
<input type="checkbox"/> 2. Establish and verify base rate for shared leave	<input type="checkbox"/> 2. Establish and verify base rate for shared leave
<input type="checkbox"/> 3. Create shared leave eligibility	<input type="checkbox"/> 3. Create the shared leave eligibility
<input type="checkbox"/> 4. Create the shared leave donation (PA20)	<input type="checkbox"/> 4. N/A
<input type="checkbox"/> 5. Verify the donation (Time Quota Compensation (0416))	<input type="checkbox"/> 5. Verify the donation (Quota Correction (2013))
<input type="checkbox"/> 6. N/A	<input type="checkbox"/> 6. Run the Time Evaluation (ZT60)
<p>Instructions for Same Agency Shared Leave: Complete all of the steps above for both the donor and the recipient.</p> <p>Instructions for Cross Agency Shared Leave: Complete the above steps for the Donor or Recipient. Work with the other agency to ensure the records are set up correctly.</p> <p>Communication between agencies is key. In order any type of donation to process successfully, steps 2-3 must be completed.</p>	

Additional Tips	
Want to:	Do this:
Change the availability date of the accrual for an employee who earns leave and needs to use it prior to the system accrual date.	<ul style="list-style-type: none"> ▪ Create a Quota Correction (2013) with a start date of actual date the employee earned the leave, enter the leave earned. ▪ Create another Quota Correction (2013) using the last day of the accrual month, to zero out system generated accrual and select “Do not change Transfer Time *” (*If you enter a date other than the last day of system generated date, you will create an Orphan record) ▪ Use Absence Quotas (2006) to verify the Quota Correction made the accrual available
Convert a Personal Holiday to be donated for shared leave.	<ul style="list-style-type: none"> ▪ Create a Quota Correction (2013) with a start date of 12/31/2XXX (prior year)
Enter a late leave slip	<ul style="list-style-type: none"> ▪ Use CATS to enter the late leave slip. Do not create a negative Quota Correction (2013)
Understand the difference between: Time Transfer (ZCATA) vs. Time Evaluation (ZT60)	<ul style="list-style-type: none"> ▪ ZCATA - moves data from CATS into HRMS ▪ ZT60 - Used when quota corrections are made